
E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: October 22, 2018

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Kari Felkamp, Director of Marketing & Communications

RE: BROCHURE PRINTING BID – REJECTION OF BIDS

ISSUE

The current contract for the printing of the District's brochure will expire at the end of November. In order to receive the most cost effective pricing for printing of the District's brochure, a call for bids was made.

DISCUSSION

The current contract with Quantum Marketing for the printing of the quarterly brochure is due to expire after the winter brochure is delivered in November. A Request for Proposals (RFP) was posted online and a legal ad was placed in the Daily Herald on September 20, 2018 announcing the availability of bid packets with specifications for pick up at the Administrative Office and made available electronically. The bid was also sent to 20 printers. Five printers contacted the District to submit a "no bid" based on the specifications of the project.

Two sealed bids were submitted, opened and read publicly on October 8, 2018. A copy of the bid tally is attached. A third bid was received via email; however, that bid was rejected as it did not meet the requirements of the RFP to be delivered via a sealed bid.

The bid from the District's current vendor, Quantum Marketing, was a 70% increase over the prior contract and did not meet all requirements of the RFP. The bid from Shuman Printers was the lowest bid; however, the company was unable to guarantee the price of paper, which does not meet the requirements of the RFP.

Following the result of the bid opening, staff reviewed the specifications and, in so doing, sought feedback from the printers who did not submit bids. It was discovered that few bidders are able to meet the specification for printing on all-gloss stock with a self-cover.

As a result, staff intends to revise the bid specifications, specifically the paper stock, in an effort to receive more competitive bids. The timing of the re-bid will not disrupt the District's brochure production schedule.

RECOMMENDATION

That the Board of Park Commissioners (1) reject all bids received for printing of the Elmhurst Park District program guide from Quantum Marketing and Shuman Printers on the basis that bid specifications outlined were not followed and (2) direct staff to prepare a revised bid for release.

Thank you.

Attached: Bid Tally Sheet

ELMHURST PARK DISTRICT

Brochure Printing Bid 2019-2021
 Bid Opening – Monday, October 8, 2018 – 1:00 p.m.

Submitted By:	Bidder Information Form included	Three references included	Three samples included	TOTAL BID
1. Quantum marketing	✓	✓		\$134,728.00
2. Shuman Printers	✓	✓	2 samples	99,915.86.
3.				
4.				
5.				

Page change

+ 800

Paper price not guaranteed

Witnessed: Chuck Jant

Date: 10/8/18

Witnessed: _____ Date: _____